

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Announcement Number: USCA-13-03
Position Title: TEMPORARY STAFF ATTORNEY
Salary Range: \$59,877 - \$74,872 (CL 28/1 - 28/25) depending on qualifications.
Position Location: WASHINGTON, D.C.
Opening Date: May 31, 2013
Closing Date: June 7, 2013

POSITION SUMMARY: The Legal Division of the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, has a temporary opening for a highly qualified attorney to serve as a staff attorney to the full court. The position is available June 17 to July 12, 2013.

TERM OF EMPLOYMENT: The position is temporary and is funded for only one month. A full-time work schedule is required.

RESPONSIBILITIES: The Legal Division's principal responsibility is to recommend to the court the disposition of substantive and procedural motions, appeals decided without oral argument, and emergency matters. Staff attorneys conduct legal research, prepare legal memoranda, and draft proposed orders and opinions. Staff attorneys work also meet with three-judge panels in formal conferences twice a month to present their recommendations.

QUALIFICATIONS: The court is highly selective in its hiring. The court is looking for individuals who have the ability to research and analyze complex legal issues in depth and to express themselves clearly, both orally and in writing.

At a minimum, applicants must possess a J.D. degree and be a member of the bar of a state or the District of Columbia.

A judicial clerkship, law review membership, or comparable legal research and writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of law school class is preferred.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, staff attorneys are subject to strict confidentiality requirements.

In addition, continued employment is contingent upon the satisfactory completion of a background records check.

Applicants must be United States citizens or eligible to work for the United States government.

TO APPLY: Send cover letter, resume, law school transcript, and **self-edited** writing sample to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-13-03

The court will send a letter regarding the status of an application only to those candidates scheduled for interviews. When the position is filled, a notice will be placed on the court's internet site.

All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.
